

Code Enforcement Officer

Job Summary: Conducts on site inspections and re-inspections; investigate and determine existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and prepare documentation necessary for the administration and enforcement of the Code of the Town of Chesapeake City, and the Zoning Ordinance, as well as all other Ordinances and Codes of the Town of Chesapeake City.

Essential Functions:

1. Performs exterior inspection of housing, non residential premises, and properties;
2. Prepares and files reports on inspections and findings related to field observation;
3. Insures the maintenance of records relating to all inspection activities;
4. Prepares correspondence, including the word processing of said correspondence, relating to inspections and findings, code requirements, procedures, or other matters as necessary; outbound correspondence and documentation, including citations, may require the signature of the Mayor;
5. Advises on the adequacy of housing, non-residential premises, and properties with respect to compliance with the Town Codes and Regulations, and other regulations as applicable. Orders corrections of deficiencies and violations in accordance with codes and citations;
6. Maintains accurate and complete records of complaints, inspections, violations; prepares monthly written report detailing code enforcement activity for review by Planning Commission and Mayor.
7. Prepares documentation for presentation of enforcement cases to Mayor or for judicial hearings on infraction violations as required;
8. Initiate inspections, either as a complaint or on an observation basis; appears in court for prosecution of Town, County or State Statutes. When responding to complaints, follow-up should occur within 2 business days of the date that the complaint was received by the Code Enforcement Officer and sooner if the complaint is of an urgent nature.
9. Contact, when necessary, State and County agencies and departments to assist in the enforcement of the Town's Code.
10. Coordinate the enforcement of parking violations and abandoned vehicles ordinances with the Cecil County Sheriff's Department.
11. Performs other Duties as required.

Required Knowledge, Skills, and Abilities:

1. Knowledge of the Town of Chesapeake City's policies, procedures, and Codes.
2. Ability to act as a representative of the Town to public officials, the media, members of the public, and other relevant local and state agencies.
3. Knowledge of proper inspection methods.
4. Ability to establish and maintain an effective relationship and communication with departmental personnel, other town employees, town residents, management personnel, property owners, and citizens.
5. Knowledge of the laws, statutes, and ordinances of the State of Maryland, Cecil County and Town of Chesapeake City as they relate to enforcement of Town Code.
6. Ability to maintain accurate records.
7. Ability to perform interior and exterior inspections in conformity with the Town Codes, including inspections on construction sites.
8. Ability to operate relevant computer systems, including hardware and software and office machines. The software includes Microsoft Office Products, particularly MS Word and Excel.
9. Basic math and language skills.

Education and Experience:

1. High school diploma or G.E.D equivalent; and three year's of experience, pertinent code enforcement experience involving public contact in a municipal setting; or an equivalent combination of training and experience.
2. Completion of a probationary period of not less than six months and sufficient to demonstrate the required knowledge, skills and abilities.
3. Valid MD driver's license.

Physical and Environmental Conditions:

Work requires no unusual demand for physical effort.

Work involves risks or discomforts, which require special safety precautions, e.g., working around moving parts, machines, operation of motor vehicles. Employees may be required to use protective clothing or gear such as masks, gowns, coats, goggles, boots and gloves; may require working in adverse weather conditions. The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.